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25 November 1949

The Assistant General Counsel

Job allocation for Legislative Clerk  
Office of the General Counsel.

1. Reference is made to the attached job description prepared by you for the position of Legislative Clerk in this office. For your convenience in identifying the following comments, you will note that we have numbered the paragraphs of the attached draft in pencil.

2. It is felt that paragraph 2 of the attached draft can be expanded to include an independent function for the preparation of many categories of letters, documents and memoranda. This function has steadily increased on an independent basis, requiring less and less supervision by superior.

3. It is felt that perhaps this paragraph should be split into two as the "tickler" function is a relatively minor one. It is felt that the first two sentences of the paragraph should be redrafted to indicate that the incumbent is personally responsible for the performance of the function without supervision.

4. It is felt that the first two sentences of paragraph 4 should also be redrafted to indicate that the function again is often performed independent of supervision.

5. It is felt that paragraph 9 should be redrafted to indicate total supervision of GS-5 Clerk-Stenographer, including the complete training of said employee to assist incumbent in many of her functions and to perform certain ones of them in the absence of incumbent.

6. It is felt that the material on Loyalty Board activities in paragraph 14 should be separated from the other functions in paragraph 14 and combined with the Loyalty Board functions in paragraph 15. The sentence regarding maintenance of up-to-date file on Loyalty Board Directives might be expanded to point out that the maintenance of the up-to-date file includes the making of detailed changes in Loyalty Board orders and instructions, and keeping superior advised thereon.

7. No reference is made to incumbent's work with the Project Review Committee. Incumbent attends meetings of the Project Review Committee, taking notes of pertinent arguments

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advanced by those in attendance who number from five to eight. At the conclusion of meeting incumbent prepares necessary statements and forms for final submission of the projects to the Executive and the Director. In this connection, it is necessary to winnow the pertinent factors from the arguments presented, making notes on the pertinent material.

8. The function assigned by paragraph 16 involves stenographic ability to court reporter's speed.

9. Incumbent prepares letters and reports, both independently and with the approval of her superior, for the signature of the Executive and Director of Central Intelligence.

10. It is felt that certain of the functions outlined above are sufficiently independent in nature to merit serious consideration in the allocation of an additional grade.

11. If you find that you can incorporate any of the above suggestions into your proposed job description, it will be appreciated. If so, after you have completed any changes you think desirable, will you kindly return it to this office for signature.

Walter L. Pforzheimer

Attachment

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